

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 048-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Epidemiologist/Surveillance Specialist, FSN-09 Trainee
THIS IS A TERM POSITION FOR ONE YEAR ONLY

OPENING DATE: May 19, 2015

CLOSING DATE: June 3, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN- 9)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-05 Grades 1-4)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Epidemiologist/Surveillance Specialist. The position is located in the Centers for Disease Control (CDC) Section and reports to the Centers for Disease Control Director.

BASIC FUNCTION OF POSITION:

The Public Health Specialist (Surveillance) is the Ebola and other emerging diseases survey and disease surveillance portfolio manager. Job holder is the Epidemiologist responsible for providing technical expertise and assistance to the Ministry of Health (MOH) and other participating partners in the design, implementation and strengthening of routine disease surveillance systems and the conduct of large, complex surveys designed to measure Ebola prevalence and other indicators of importance to evaluating the impact of Ebola control programs. Carrying out these functions requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to facilitate communication and maintain collaborative working relationships with partner organizations. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.

- 1. Education:** Master's (Master of Public Health (MPH), Master of Science Public Health (MSHP) Degree or host country equivalent in public health, medicine, public health policy, epidemiology, demography, or behavioral science is required.
- 2. Experience:** Three years of mid- to senior-level public health experience in the management and development of epidemiological surveillance and/or large scale surveys of disease prevention, treatment, or care programs are required.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing) in English is required, this will be tested.
- 4. Other Criteria:** Job holder is required to have detailed knowledge of research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of and strengthen procedures for collection, analysis and dissemination of emerging disease epidemiological data.
- 5. Other Skills:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports. Strong leadership skills are required to lead results-driven project teams and workgroups.
- 6. Interpersonal skills:** Strong analytical skills to readily understand and discuss new surveillance program design, management, and implementation approaches are required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Excellent oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and analytical reporting.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency

status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); PLUS
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Epidemiologist/Surveillance Specialist, FSN-09 Trainee
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 232-76-515-355

POINT OF CONTACT:

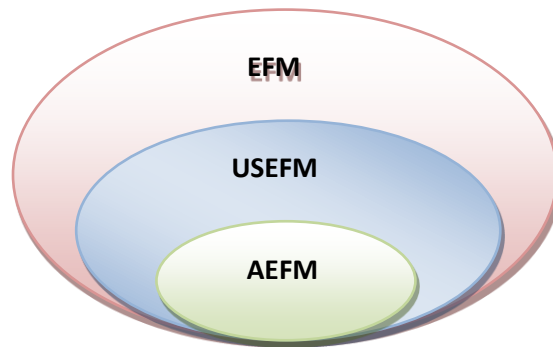
Human Resources Section: 076-515-000

CLOSING DATE FOR THIS POSITION: June 3, 2015

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
 - Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
 - Is locally resident; and
 - Has legal, permanent resident status within the host country; and
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION -PUBLIC HEALTH EPIDEMIOLOGIST/SURVEILLANCE SPECIALIST

The Public Health Specialist (Surveillance) is the Ebola and other emerging diseases survey and disease surveillance portfolio manager. Job holder is the Epidemiologist responsible for providing technical expertise and assistance to the Ministry of Health (MOH) and other participating partners in the design, implementation and strengthening of routine disease surveillance systems and the conduct of large, complex surveys designed to measure Ebola prevalence and other indicators of importance to evaluating the impact of Ebola control programs. Carrying out these functions requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to facilitate communication and maintain collaborative working relationships with partner organizations. Job holder reports directly to the CDC Country Director or other official in charge of Strategic Information (SI) and plays an active leadership role in Technical Working Groups (TWG) and/or the Multi-sectored Technical Group.

Program Management

(70%)

Job holder develops, implements, and monitors results of Ebola and other emerging disease surveillance activities and surveys. Several types of surveillance information may be collected: Ebola prevalence and recent infection rates through sentinel surveillance, including clinic attendees and high-risk populations in the community; Ebola and behavioral prevalence in the general population through surveys and testing; behavioral prevalence among high-risk populations.

Job holder serves as the agency's authority and primary point of contact for information related to design, partners, timelines, funding, and results of surveys, and works with the Strategic Information (SI) team to develop plans for new surveys to meet the strategic information needs of the country and the USG. Job holder recommends to supervisor and agency leadership shifts in program operations and other actions designed to improve accuracy of data.

Job holder's advisory role also includes ongoing support for capacity building within the MOH and other partners to improve existing data collection and analysis, interpretation and integration of data describing the Ebola epidemic into the national response. Job holder closely tracks health surveys of interest that are conducted by other public health entities. The incumbent works closely with agency staff across other Ebola and emerging diseases technical program areas to make sure that data generated by USG-supported surveys and by the MOH surveillance systems provides targeted information that can be used to support program planning, policy development, advocacy, and impact evaluation.

Job holder works closely with partners, scheduling site visits and meetings with representatives of each collaborating partner organization on a regular basis to ensure program results are achieved and all surveillance programmatic activities pass through ethical review with the appropriate agency authority. Job holder provides updated technical information to partners as it becomes available. Job holder either provides or arranges for informational briefings and practical training for various target audiences (e.g., Ministry public health officials, local public health personnel, doctors, nurses) on how to conduct surveys, monitor and evaluate public health programs, use M&E data, and report progress to key stakeholders. Job holder responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on surveillance strategies for Ebola-related and other emerging disease programs.

Job holder collaborates with SI colleagues, MOH contacts and other implementing partner staff to formulate and recommend appropriate monitoring and evaluation (M&E) activities for on-going and future Ebola prevention, treatment and care programs. Job holder works with SI colleagues and partners to call attention to activities where the development and/or strengthening of appropriate data management systems that monitor health objectives and indicators for Ebola prevention and other emerging disease programs is needed.

Job holder analyzes collected data related to overall surveillance services, summarizes and reports the findings of operational research to be used for reports of record, proposals, publications, and for presentations at national and international meetings. Job holder prepares regular and ad hoc progress reports on surveillance partner activities. Readers of these reports include agency and post management, other agency officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually. Job holder provides both oral and written advice and recommendations to chief of section and/or supervisor in interpreting data on health objectives and indicators related to overall surveillance initiatives in country. Job holder provides technical direction to interested public health officials and organizations on how to develop proposals that result in a memorandum of understanding, grant, contract and/or cooperative agreement for interventions that deliver surveillance services. This supports greater initial understanding and consistency with USG/CDC policies and how such policies can integrate with host country policies and regulations. Incumbent works with the agency procurement, grants and/or contracts office, as well as partner representatives, to ensure that most current surveillance survey protocols are included in the signed grant, contract or cooperative agreement and gives technical advice and direction to grantees, program collaborators and host government partners in the development of work plans for implementation of activities following grants/contracts/cooperative agreement awards.

As a senior surveillance project management specialist, job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, and Request for Application, and/or Annual Program Statement. Job holder reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, oversees

performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

As an expert in public health disease surveillance and surveys, incumbent takes an active role in developing specific agency program goals and objectives for Ebola and other emerging disease surveillance initiatives designed to strengthen in-country surveillance systems. This includes collaboration on surveillance strengthening and capacity building initiatives proposed in the country operational plans, annual work plans, and regular progress reports related to surveillance activities. Incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the USG, HHS and the agency's public health program in Sierra Leone. The annual agency budget for Ebola and other emerging disease surveillance programs in Sierra Leone in fiscal year 2015 is _60 million USD.

Interagency Coordination

(15%)

The incumbent plays an active leadership role in the Mission's Strategic Information (SI) Technical Working Group (TWG) and/or the Multi-sectored Technical Group. In this role job holder collaborates in providing and interpreting Ebola and other emerging disease survey and surveillance data. The TWGs make sure that surveillance systems are meeting the needs of the national Ebola response efforts and that agency surveillance activities are consistent with agency overall program priorities. These TWGs provide technical, programmatic and budgetary guidance to partners, organize partner conferences and workshops and respond to agency requests and taskers.

Job holder represents CDC/Sierra Leone at other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties.

Job holder represents the agency in discussing and developing financial commitment targets for surveillance programs at administrative and strategic planning meetings. This includes all USG implementing agencies (Departments of State, Defense, Labor, Commerce, and Health - including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services administration, Food and Drug Administration - USAID and Peace Corps).

Job holder serves on other intra- and inter-branch and agency working groups and projects, often taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, called technical evaluation groups, special Ebola surveys and tasking, etc.

On behalf of the chief of section, incumbent may participate with other surveillance professionals on in-country committees on strengthening surveillance capacity in country. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for surveillance surveys on a national level. Based on information received in the national committees, job holder may recommend revisions to agency-level policies and guidelines for Ebola and other emerging disease surveillance.

Administrative Management

(10%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to surveillance implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, ensuring quarterly pipeline reviews/budget status reports are completed, following up on irregular findings, providing advice for realignment of budgets, accruals.

Job holder maintains files and records in the surveillance data collection specific to the activities/programs for which incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to Ebola infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically for recordkeeping purposes.

Job holder participates in making arrangements for visits and serve as spokesperson as required. Serves as control for site visits for agency and inter-agency senior-level officials.

Monitors and reviews the results achieved by surveillance-specific implementing partners.

Other duties as assigned

(5%)

Incumbent will be required to perform other duties as assigned by the agency

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**